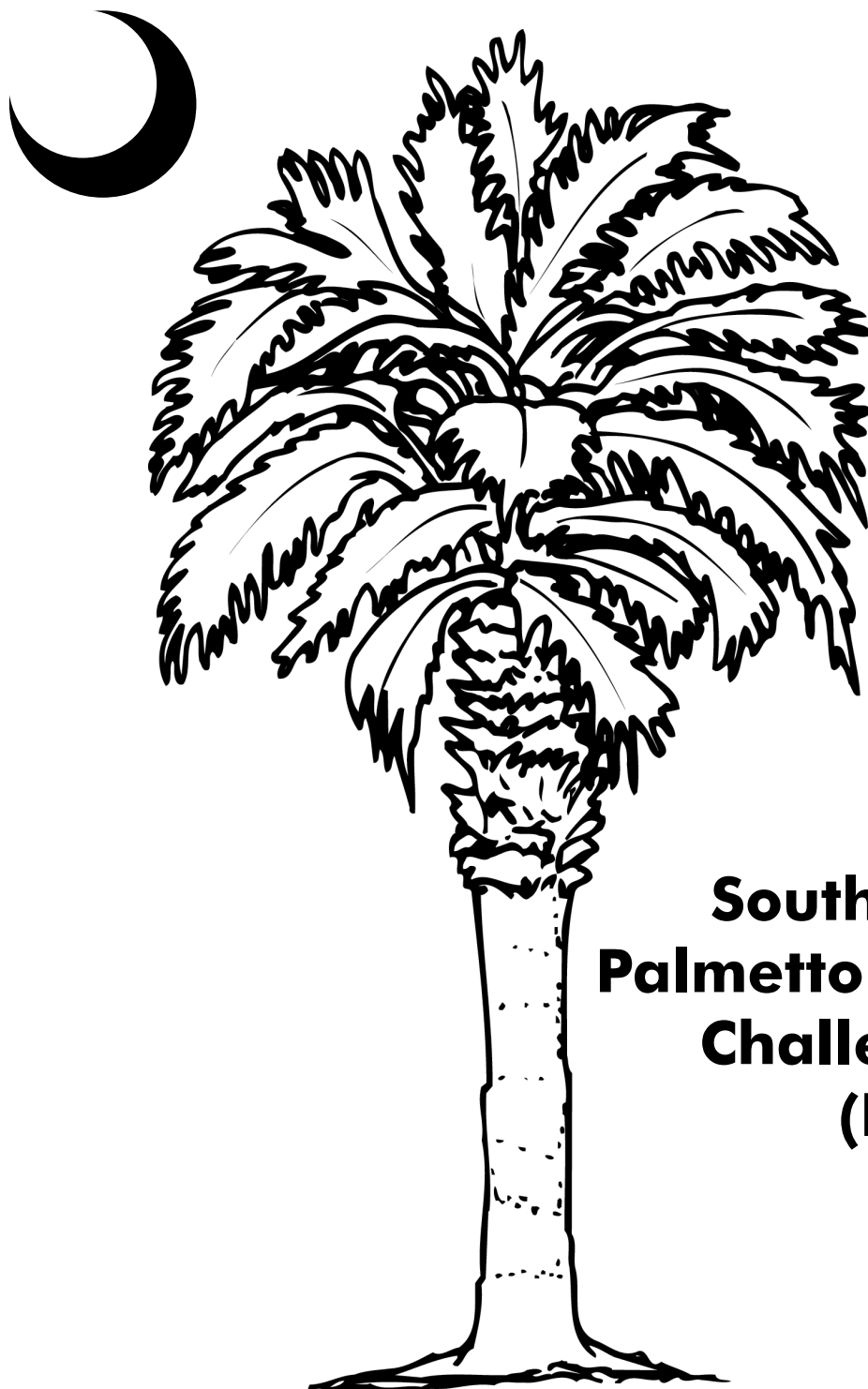


District Test Coordinator's Supplement

Spring 2007



**South Carolina
Palmetto Achievement
Challenge Tests
(PACT)**

TABLE OF CONTENTS

Legal Requirements for Test Security	1
State Board Regulations	2
Guidelines for Reporting Test Security Violations.....	6
Test Security Violations and Students with Disabilities	7
Administrative Guidelines.....	8
SDE Policies	10
Testing Notification	11
Testing Days.....	11
Testing Hours.....	11
Appropriate Test Environment.....	12
Test Preparations	12
Training Requirements.....	15
Test Materials	15
Receipt of Test Materials	16
Inventory Test Materials	16
Resolving School Shortages	17
Return Shipment 1	18
Return Shipment 2.....	20
School Boxes	20
Home School Materials.....	21
District Boxes.....	21
General Instructions	24
Nonsecure Materials	24
Alert Papers.....	24
Comments	24
Questions.....	24
Forms	25
2007 PACT Administrative Additional Materials Order Form	25
2007 PACT Student/Teacher-Level Additional Materials Order Form	27
2007 PACT Additional Materials List.....	29
Intra-District Transfer of Secure PACT Materials	31
PACT Rescore Request Form	33

DISTRICT TEST COORDINATOR'S SUPPLEMENT

DISTRICT TEST COORDINATOR'S SUPPLEMENT

LEGAL REQUIREMENTS FOR TEST SECURITY

S.C. Code Ann. § 59-1-445 (2004) addresses violations of mandatory test security regulations and procedures, penalties, and investigations. The following is an excerpt from this section:

- (1) It is unlawful for anyone knowingly and willfully to violate security procedures regulations promulgated by the State Board of Education for mandatory tests administered by or through the State Board of Education to students or educators, or knowingly and willfully to:
 - (a) Give examinees access to test questions prior to testing;
 - (b) Copy, reproduce, or use in any manner inconsistent with test security regulations all or any portion of any secure test booklet;
 - (c) Coach examinees during testing or alter or interfere with examinees' responses in any way;
 - (d) Make answer keys available to examinees;
 - (e) Fail to follow security regulations for distribution and return of secure test [materials] as directed, or fail to account for all secure test materials before, during, and after testing;
 - (f) Participate in, direct, aid, counsel, assist in, encourage, or fail to report any of the acts prohibited in this section.

Any person violating the provisions of this section or regulations issued hereunder is guilty of a misdemeanor and upon conviction must be fined not more than one thousand dollars or be imprisoned for not more than ninety days, or both. Upon conviction, the State Board of Education may suspend or revoke the administrative or teaching credentials, or both, of the person convicted.

- (2) The South Carolina Law Enforcement Division shall investigate allegations of violations of mandatory test security, either on its own initiative following receipt of allegations, or at the request of a school district or the State Department of Education.

The South Carolina Law Enforcement Division shall furnish to the State Superintendent of Education a report of the findings of any investigation conducted pursuant to this section.

- (3) Nothing in this section may be construed to prohibit or interfere with the responsibilities of the State Board of Education or the State Department of Education in test development or selection, test-form construction, standard setting, test scoring, and reporting, or any other related activities which in the judgment of the State Superintendent of Education are necessary and appropriate.

DISTRICT TEST COORDINATOR'S SUPPLEMENT

STATE BOARD REGULATIONS

S.C. Code Ann. § 59-1-447 (2004) requires the State Board of Education to establish detailed mandatory test security procedures by regulation.

The State Board of Education promulgated revised test security regulations that became effective June 27, 2003. These regulations, 24 S.C. Code Ann. Regs. 43-100 (Supp. 2006), are reprinted below:

- I. Tests administered by or through the State Board of Education shall include but are not limited to:
 - A. The statewide tests, as defined in the State Board of Education Regulation 43-262, including field tests and pilot tests;
 - B. Examinations for admission to teacher education programs and teacher certification examinations;
 - C. Examinations for admission to programs such as the gifted and talented program;
 - D. The High School Equivalency Program test (GED).
- II. As used in this regulation, "local school board" means the governing board of a public school district as well as those of special school districts, special schools, and institutions that utilize tests administered by or through the State Board of Education.
- III. Each local school board must develop and adopt a district test security policy. The policy must provide for the security of the materials during testing and the storage of all secure tests and test materials, before, during, and after testing. Before and after testing all materials must be stored at a location(s) in the district under lock and key. This also applies to district-owned materials that are the same as those used in any State-operated testing or assessment program. Throughout the time testing materials are under the control of the school district, tests must be secured under lock and key when not in use for approved test administration activities.
- IV. Each District Superintendent must designate annually one individual in each district for each mandated assessment who will be the sole individual in the district authorized to procure test instruments that are utilized in testing programs administered by or through the State Board of Education. The name of the designated individual must be provided to the State Department of Education (SDE) in writing. When the testing program involves procurement of materials available commercially, the designated individual must be the sole individual in the district authorized to procure commercial test instruments which are utilized in testing programs administered by or through the State Board of Education.
- V. State-owned test materials and district-owned materials that are the same as those utilized in any State-mandated testing program must not be used for census testing in the grades included in the State-mandated program(s) except on testing dates specified by the State Department of Education.

DISTRICT TEST COORDINATOR'S SUPPLEMENT

- VI. Individuals must adhere to all procedures specified in all operating manuals governing the mandated testing programs. Manuals are provided by or through the SDE.
- VII.
 - A. The State Board of Education may invalidate test scores that reflect improbable gains and that cannot be satisfactorily explained through changes in student populations or instruction;
 - B. In cases where test results are invalidated because of a breach of security or action of the State Board of Education, any programmatic, evaluative, or certification criteria dependent upon the data will be deemed to not have been met.
- VIII. Any individual(s) who knowingly engage(s) in any activity that results in the invalidation of scores derived from teacher certification examinations, the examinations for admission to teacher education programs, and/or the High School Equivalency Program test (GED) forfeits all opportunities to retake the test(s).
- IX. Any knowing involvement in the presentation of forged, counterfeit, or altered identification for the purpose of obtaining admission to a test administration site for any of the tests administered by or through the State Board of Education will be considered a breach of test security within the meaning of S.C. Code Ann. Section 59-1-445 (1990). Any individual(s) who knowingly cause(s) or allow(s) the presentation of forged, counterfeit, or altered identification for the purpose of obtaining admission to any test administration site specified in this paragraph forfeits all opportunities to retake the test(s).
- X. Each of the following is considered a breach of professional ethics which may jeopardize the validity of the inferences made on the basis of test data, and as such are viewed as security violations which could result in criminal prosecution and/or disciplinary action to an educator's professional certificate.
 - A. Failing to administer tests on the test dates specified by the SDE.
 - B. Failing to maintain an appropriate testing environment, free from undue distractions.
 - C. Failing to proctor the test to ensure that examinees are engaged in appropriate test-taking activities.
 - D. Providing examinees with access to test questions or specific test content prior to testing.
 - E. Providing examinees with access to answer keys prior to or during testing.
 - F. Keeping, copying, reproducing, or using in any manner inconsistent with the instructions provided by or through the State Department of Education any test, test question, or specific test content.
 - G. Keeping, copying, or reproducing in any manner inconsistent with the instructions provided by or through the State Department of Education any portion of examinee responses to any item or any section of a secure test.

DISTRICT TEST COORDINATOR'S SUPPLEMENT

- H. Coaching examinees, altering examinee responses, or interfering with examinee responses in any way prior to, during, or after testing. This includes hinting to examinees about the correctness of their responses.
- I. Failing to follow instructions specified in the test manuals for the distribution, storage, or return of test materials or failing to account for test materials before, during, or after testing.
- J. Failing to follow all directions pertaining to the administration of a test as specified in the test manuals for that test. This section includes failure to clear the memory of calculators used on a test as directed in the test manual.
- K. Allowing, participating in, assisting in, or encouraging any unauthorized access to test materials prior to, during, or after testing.
- L. Disclosing the contents of any portion of secure materials or discussing the contents of secure tests with examinees, teachers, or other educators before, during, or after testing.
- M. Leaving in view of examinees during test administration materials that are content or conceptually related to the subject areas being assessed.
- N. Providing references or tools other than those specifically allowed in test manuals. Providing references or tools during test administration at times other than those specifically allowed in test manuals.
- O. Not providing accommodations (to include customized test forms and modifications) as appropriate for students with Individual Education Programs or 504 plans. This includes providing more accommodations (customization, modifications) than appropriate.
- P. Excluding examinees or exempting from assessment students who should be assessed.
- Q. Failing to return test materials for all examinees.
- R. Engaging in inappropriate test preparation practices that invalidate the test scores. These practices include activities that result in an increase in test scores without a simultaneous increase in the examinee's real achievement or performance in the content area.
- S. Revealing test scores or test performance to anyone not involved in the education of the examinee.
- T. Altering test scores in electronic records or files.
- U. Failing to report a security breach.
- XI. The South Carolina Department of Education has the right and responsibility to observe test administration activities without prior notice in order to monitor adherence to test security. Examinees should be made aware that monitoring may occur.

DISTRICT TEST COORDINATOR’S SUPPLEMENT

- XII. Any suspected violation of security must be reported to the South Carolina Law Enforcement Division (SLED).
- XIII. If a security breach occurs in a district rendering test forms or test items unusable, funds equivalent to replacement costs may be withheld from the district by the State Department Education at the discretion of the State Board of Education.
- XIV. At the discretion of the State Board of Education, an educator may receive a public or private reprimand or the credentials of an educator may be suspended or revoked based on evidence of violation of test security provisions.

DISTRICT TEST COORDINATOR'S SUPPLEMENT

GUIDELINES FOR REPORTING TEST SECURITY VIOLATIONS

All suspected test security violations as defined in S.C. Code Ann. Section 59-1-445 (2004) or 24 S.C. Code Ann. Regs. 43-100 (Supp. 2006) will be reported to the South Carolina Law Enforcement Division (SLED) in one of two ways: (1) for investigation or (2) for information. Allegations in which someone knowingly or willfully violates provisions of the SC Code will be referred to SLED with a request to investigate. Allegations in which someone may have violated a State Board Regulation will be referred to SLED for information.

Suspected test security violations must be reported using the procedures below. Internal review committees within the Department of Education will review all of the circumstances of each reported case and make a determination of the action to pursue. As appropriate, the district will be notified by the SDE when the report is forwarded to SLED. Reports may serve as a basis for initiating invalidation of test scores or for other action by the State Board of Education. The SDE will notify the district when the SDE receives a final report from SLED.

The following guidelines outline the steps that should be followed when investigating a suspected test security violation and the documentation that must be provided to the Office of Assessment when reporting the results of the district investigation into the incident.

1. If a test security violation is observed within a school, the individual(s) observing the incident must notify the School Test Coordinator (STC) or District Test Coordinator (DTC) as soon as possible. The STC must notify the DTC immediately regarding the violation.
2. The DTC and the STC are responsible for conducting a comprehensive investigation to reconstruct what occurred to cause the allegation. The investigation should capture information including the “who, what, where, when, and how” of the incident. As soon as possible after learning of the incident, the STC and/or the DTC should interview each person involved with the incident; all interviews should be conducted individually to elicit the most reliable information. Open-ended questions should be used during the interview process to obtain the most compelling evidence. In the case of student interviews, the STC should write a summary of the information learned from each student; it is not necessary to have the students provide a written statement. The STC should obtain a written statement of the events from each adult involved in the situation, including the accused. Statements should be signed in ink and dated (dd/mm/yy).
3. The STC and/or DTC must write a summary of the information obtained from all persons with knowledge of the incident as a result of the interviews. The summary should provide a reconstruction of all events pertinent to the allegation giving all related facts. The summary should not include judgments or conclusions regarding the guilt or innocence of the accused. The summary should include statements that explain how the violation was reported to the STC and information that supports or refutes the credibility of any witness. In the summary, the STC or DTC should discuss any actions taken as a result of the investigation and should indicate if the district has already referred the allegation to SLED.

DISTRICT TEST COORDINATOR'S SUPPLEMENT

4. The DTC will forward his/her report to the SDE. In addition to the summary of the incident, the following information must be provided, as appropriate and available:
 - a. name of testing program (e.g., PACT)
 - b. the name of the person reporting the alleged violation
 - c. date(s) of the alleged test security violation
 - d. district name
 - e. school name
 - f. first, middle, and last name of person who allegedly committed the violation
 - g. teacher certification number, if applicable
 - h. the test subject area(s)
 - i. the grade level of the test(s)
 - j. security number from the students' test booklets/answer documents
 - k. student(s) impacted by the violation, if applicable, giving the first, middle, and last name (If the allegation involves a group of students, all would be listed.)
 - l. student ID numbers (If it is a class of students, all would be listed.)
 - m. gender of each student
 - n. ethnicity of each student
5. To protect the confidentiality of the parties involved, all documents must be mailed to the Director of Assessment, 607 Rutledge Building, 1429 Senate Street, Columbia, SC 29201. Documents may also be faxed as long as a staff member in the Office of Assessment is notified immediately prior to sending.

Districts are encouraged to establish internal reporting procedures to supplement these guidelines.

TEST SECURITY VIOLATIONS AND STUDENTS WITH DISABILITIES

DTCs and STCs should work closely with special educators at the school level to ensure that all accommodations and modifications are provided for students with disabilities in accordance with each student's individualized education program (IEP) or 504 Plan.

State Board of Education Regulations 24 S.C. Code Ann. Regs. 43-100 (Supp. 2006) state that **not providing** accommodations (to include customized test forms and modifications) as specified for students with IEPs or 504 Plans **or** providing **more** accommodations (customization, modifications) than specified are considered breaches of professional ethics that may jeopardize the validity of the inferences made on the basis of test data. As such, these actions are viewed as security violations that could result in criminal prosecution and/or disciplinary action to an educator's professional certificate.

DISTRICT TEST COORDINATOR'S SUPPLEMENT

In the event of a test security violation involving testing accommodations or modifications for students with disabilities, the DTC must report the test security violation in accordance with the procedures outlined in the previous section.

The school/district must also convene the IEP/504 Plan team to review the test security violation. During the meeting of the IEP/504 Plan team, the team may consider only the testing accommodations or modifications as written in the IEP/504 Plan and may not change the accommodations or modifications specified in the plans. The team must address the test security violation as follows. If a student

- **received a modification** that is not specified in the IEP/504 Plan, the team must invalidate the test administration by placing a Do Not Score label on the student's test booklet/answer document.
- **received an accommodation** that is not specified in the IEP/504 Plan, the team must determine whether the unauthorized accommodation causes the test administration to be invalid.
- **did not receive a testing accommodation or modification** that is specified in the IEP/504 Plan, the team must determine whether the test administration is valid without the specified accommodation and/or modification.

If the IEP/504 Plan team determines that

- the test administration is valid, the test is returned for scoring. Remember to mark the correct accommodations and modifications codes on the front cover of the student's test booklet/answer document.
- the test administration is not valid, the district must invalidate the test by placing a Do Not Score label on the student's test booklet/answer document, report the violation to the SDE, and return the test booklet/answer document to the contractor, Data Recognition Corporation (DRC).

ADMINISTRATIVE GUIDELINES

TEST ITEMS ARE SECURE

PACT test items are secure. It is not permissible for any school or district personnel to open test booklets for the purpose of reading test items. Monitors, TAs, STCs, and other school and district personnel (including principals, assistant principals, and guidance counselors) **are not permitted to read test items** before testing, during testing, or after testing.

Do not leave secure materials unattended at any time. If a TA must leave the room before testing begins, the test booklets should be placed in a secure, locked cabinet, closet, drawer, etc., or all test booklets should be taken with the person.

Teachers should not discuss test items with students even if students ask questions about content on the tests. TAs should take extra care when reviewing subject content or answering questions during the testing period.

DISTRICT TEST COORDINATOR'S SUPPLEMENT

Access to secure materials is restricted to make-up testing sessions and supervised sessions for completing or editing demographic codes on student test booklet/answer document covers.

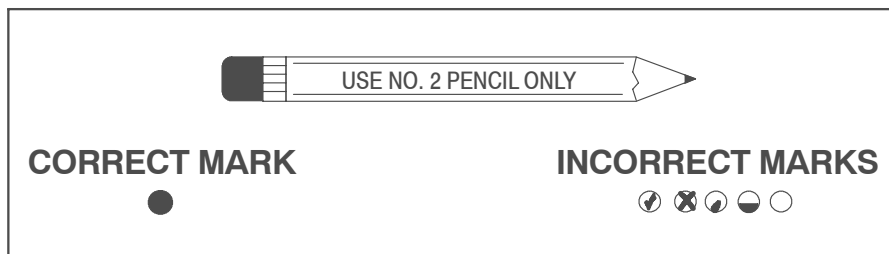
TEST SECURITY AGREEMENT FORMS

All school and district personnel who will have access to secure test materials are asked to sign an *Agreement to Maintain Test Security and Confidentiality* form. Two types of forms are available for district/school use. One form is for DTCs and STCs; the other form is for all other personnel who may assist with testing, including test administrators and monitors. Test security forms should be signed after each person has participated in PACT training and returned to the DTC. The DTC is responsible for collecting and storing the forms for three years.

These test security agreement forms are provided in **Appendix B** of the *TAM*. They are perforated for easy removal and may be copied. Districts may add their own test security agreements.

MARKING RESPONSES IN THE TEST BOOKLETS/ANSWER DOCUMENTS

The diagram below shows an example of correctly and incorrectly marked bubbles.



TEST ADMINISTRATOR PARTICIPATION DURING TESTING

During testing, TAs should walk around the room to check that students are following the directions for appropriately darkening bubbles for multiple-choice items and working on the lines or spaces for the constructed-response items.

If a problem is detected, such as a student drawing a single line through a bubble, it is permissible to alert the student. It is also permissible to give general reminders to the class. For example, the TA could say "Remember to completely darken the bubble for the answer. Darken only one bubble for each question."

It is not permissible, however, to stop and read test items or students' responses in their test booklets/answer documents or to indicate to students that they should change their answers in any way. TAs should **not** look through the students' test booklets/answer documents after they are turned in to make sure that all questions were answered.

DISTRICT TEST COORDINATOR'S SUPPLEMENT

While walking around the classroom, it is also permissible for TAs to check that students are writing the final draft of their "Time to Write" response on the lined Final Writing pages in their ELA test booklets. The TA may remind students that the final draft must be on the correct pages to be scored. TAs can also remind students in grades 6–8 to read passages and respond to multiple-choice questions after completing their "Time to Write" composition.

SDE POLICIES

CODING OF DEMOGRAPHIC INFORMATION ON TEST BOOKLETS AND ANSWER DOCUMENTS

Sessions supervised by the STC for the coding of student demographic information may be held no more than two weeks before testing. Access to the test booklets and answer documents is restricted to the labeling and coding of the outside and inside of the front covers (pages 1 and 2) of the test booklets and answer documents.

STUDENT STATE ID NUMBER

The Student State ID number is a unique ten-digit number assigned to each student when they enroll or transfer into a school. This field appears on page 3 of the Student Atom and is entitled State ID. (It appears in the SASI ALT-ID 1 field.) If this number does not appear in the January or March precode file, each test booklet/answer document cover should be handcoded with the Student State ID number.

PREPARATION FOR ORAL ADMINISTRATIONS

To prepare for an oral administration, the TA may review the *Secure Administration Manual (SAM)*, the *Oral Administration Script (OAS)* or the *Signed Administration Scripts* (videotapes) up to two days prior to the PACT administration of the subject area test. The review session must be coordinated by the STC and held at the school with no students present. The review session must comply with all test security procedures. For additional information regarding the review of *Signed Administration Scripts*, refer to **page C–23** in the *TAM*.

POLICY ON USE OF CALCULATORS

School- or student-owned calculators may **not** be used during the mathematics test, unless the student's IEP or 504 Plan documents the use of a calculator. Test questions are written so that a calculator is not necessary.

POLICY ON USE OF ELECTRONIC COMMUNICATION, IMAGING, AND PHOTOGRAPHY DEVICES

Students **may not** bring into the testing location **any electronic or other device** that can be used for communicating, timing, or imaging. These devices include, but are not limited to, cell phones, pagers, beepers, headphones, stopwatches, electronic translators, hand-held devices, PDAs, or any electronic imaging or photographic device.

DISTRICT TEST COORDINATOR'S SUPPLEMENT

TESTING NOTIFICATION

Preparing students and parents for the PACT is important.

- DTCs and STCs should make sure that students and their parents or guardians are notified **in advance** about the testing schedule. All parents should be told the dates and times each subject will be administered.
- DTCs and STCs should determine **in advance** the procedures to follow for students who are tardy on the day of testing. Parents should be notified of the importance of getting their children to school on time.
- Parents should be notified, **in advance**, of any special conditions that will apply to the testing of their children.
- Parents and students should be notified **in advance** that they may **not** bring into the testing location any electronic device that can be used for communicating, timing, or imaging.
- Parents should be notified **in advance** that doctor appointments and other out-of-school functions should not be scheduled during testing hours.

TESTING DAYS

As stated in the State Board Regulations, all schools must administer tests on the dates specified by the SDE. Failing to administer tests on the dates specified by the SDE is considered a security violation that could result in criminal prosecution and/or disciplinary action to an educator's professional certificate. This regulation does not apply to students with IEPs requiring a scheduling accommodation.

TESTING HOURS

The PACT is not a timed test. Therefore, students should be given as much time as they need to complete each section of the test. PACT tests, however, must begin and end on the same day unless the student has an IEP specifying administration of a single test over several days.

- Since some students may take a much longer time period to finish testing than other students, districts should develop guidelines for schools to follow regarding what TAs may allow students to do who have completed and turned in their test for that day.
- The length of time the school can allow a student to continue working on a test is dependent upon the student, the testing situation, and the information available to the TA. As long as the student actively works on items (e.g., bubbling responses, writing, and working out problems), the TA must allow the student to continue with the test.

DISTRICT TEST COORDINATOR'S SUPPLEMENT

APPROPRIATE TEST ENVIRONMENT

Planning for and providing an appropriate test setting is essential. The following are some considerations for ensuring that all students have an equal opportunity to perform their best on the PACT.

- Testing in a familiar classroom setting should reduce test anxiety for students and should simplify test security.
- Students should be tested in rooms that have good lighting, adequate ventilation, and sufficient space.
- Freedom from interruptions or distractions is important to any testing environment; the classroom should be quiet. A “Do Not Disturb” sign is included in **Appendix B** of the *TAM*; it may be removed from this manual and taped to the outside of the classroom door.
- Word walls, maps, globes, charts, and mobiles must be taken down or covered during any type of testing. **Any subject-related materials** must be covered or removed from the walls, doors, windows, student desks, floors, ceilings, or windows before test administration begins.
- Schools are strongly encouraged to **avoid large-group administrations** in settings such as the library or cafeteria.
- Schools are advised against multi-grade level testing sessions – e.g., administering grade 3 and grade 4 mathematics tests in the same testing session.

TEST PREPARATIONS

MAKE CONTINGENCY PLANS FOR DISRUPTIONS DURING TESTING

Make contingency plans for unexpected disruptions. Schools should have policies and procedures in effect for classroom disturbances that interrupt testing. TAs should know how to handle disruptions such as unruly students, students arriving to school late, parents wanting to pick up children during the test period, etc.

FIRE DRILLS, BOMB THREATS, POWER FAILURE, STORMS, DEATH

If a **fire drill or bomb threat** occurs during testing, the TAs should collect the booklets and other secure materials as the students file out of the room. The TA can keep the booklets secure by taking them outdoors or locking them in a secure location within the classroom.

When a **power failure** occurs, notify the Office of Assessment of the school(s) affected by the disruption. If the power failure occurs early in the day, wait a reasonable amount of time to determine if testing can begin or resume on that day. If power is off for several hours, reschedule the test administered that day to one of the make-up days. The remaining tests should be administered as scheduled. The test can also be re-scheduled to the field test day, however, the field test must be administered on a make-up day.

In the case of the death of a student, teacher, or a school administrator, call the Office of Assessment to discuss possible testing day changes.

DISTRICT TEST COORDINATOR'S SUPPLEMENT

TESTING IRREGULARITIES

Often incidents occur during testing that may impact a student's score. Testing irregularities are defined as any situation that interferes with the usual or prescribed testing procedure as specified in the *TAM*. For example, a student may become ill or a disruptive student may disturb classmates taking the test.

STCs and DTCs need to be informed of these situations so that a decision can be made regarding the validity of the student's score. The *Test Irregularity Form*, found in **Appendix B** of the *TAM*, is provided so that test administrators can record and report these incidents to the School Test Coordinator. TAs should report any incident on the form that is believed to significantly affect a student's score.

STCs, in conjunction with the DTC, should collect and review the irregularities to determine if the school or district should take further action. Some irregularities may necessitate the addition of an explanation to a student's record.

Each DTC must keep the *Test Irregularity Forms* on file for one year. **Do not send these forms to the test contractor.**

STUDENT CHEATING

The school should follow policies and procedures established by the district for investigating and documenting suspected cheating incidents. If cheating is confirmed, the STC may choose to place a Do Not Score label on the student's test booklet/answer document before it is returned to the contractor. The STC should also attach a note to the student's score report indicating the violation and stating that the specific scores may not be representative of the student's achievement. It is not necessary to report student cheating to the SDE.

STUDENT INJURY

Students who suffer injuries may be scheduled for make-up testing if the student's condition warrants this delay. If a student cannot write or bubble answers because of an injury, such as a broken arm, the testing may be delayed until the make-up days and the student may follow any of the options listed as an accommodation on **pages C-5 through C-9** in the *TAM*. These accommodations include changing the setting, timing, scheduling, presentation, or using one of the alternative response options. For example, some students find it easier to use a computer to type responses when they have a broken finger, broken wrist, or a broken arm. Other alternatives include having the student indicate the answer choices non-verbally (pointing) or dictating responses to a qualified individual. In each case, the TA and STC should follow the guidelines set forth in **Appendix C**.

STUDENT BECOMES ILL DURING TESTING

If a student is nauseated, vomits, bleeds, or displays other severe distress symptoms, the following guidelines offer appropriate actions for the TA and the STC to implement as needed. For any of these situations, document the incident in the student's records, indicating that the specific score may not be representative of the student's achievement.

DISTRICT TEST COORDINATOR'S SUPPLEMENT

GUIDELINES FOR STUDENTS WHO BECOME ILL DURING TESTING

1. The TA should excuse the sick student from the testing room. The TA should not leave the room. If possible, send a monitor to accompany the child to the restroom, nurse's office, or other sick room.
2. If necessary, school procedures for dismissing students from the room should be followed as specified by school policies and procedures. Students should take a supervised break until the sick child is situated and the student's desk and the classroom have been cleaned. The determination to remove students from the classroom depends on the severity and the timing of the sickness. If available, students could be moved to another classroom to complete the test.
3. The TA can retrieve and save the student's test booklet/answer document for further use if it was not severely damaged. Reusable test booklets/answer documents are those that can be scanned by a machine and therefore scored.
4. It is acceptable to transfer student responses from the damaged test booklet/answer document to a new test booklet/answer document (obtained from the school overage) if the transcription can be accomplished in a safe, supervised, and secure manner.
5. The TA should return the partially completed test booklet/answer document to the STC, sign in the test booklet/answer document, and add the sick student's name to the make-up roster.
6. Damaged test booklets/answer documents should be destroyed or disposed of in a secure manner (e.g., shredding, burning) and this action must be documented on the Security Checklist so that test integrity is maintained at all times.
7. If a new test booklet is needed during make-up testing, obtain the appropriate grade level and subject booklet (and answer document, if applicable) from school overage, remembering to sign the materials "out" and "in" on the security checklist at the appropriate times. The security number of the new test booklet/answer document must be entered in the appropriate place on the security checklist.
8. Remember to place an OVERRIDE LINKING label on the new test booklet/answer document and handcode all student demographic information. Override linking labels must be applied to all other test booklets/answer documents for this student. Follow the directions provided in **Appendix A** of the *TAM*.

DISTRICT TEST COORDINATOR'S SUPPLEMENT

TRAINING REQUIREMENTS

The PACT *TAM* and the *District Test Coordinator's Supplement* provide the guidelines and the procedures that each DTC will follow for test security, receipt and return of test materials, and training of all STCs as well as test administrators (TAs) and monitors.

- DTCs **must attend** the spring pretest workshop presented by DRC and the SDE to receive training on test security procedures, the receipt and return of test materials, and other policies and procedures regarding the administration of the PACT. STCs may also attend this workshop.
- DTCs must read the *TAM* and become familiar with its contents.
- *TAMs* should be distributed to **all** STCs and TAs at least two weeks in advance of the testing window so that they have sufficient opportunity to become knowledgeable of all policies and procedures. STCs and TAs should retain a copy of the *TAM* for use throughout the testing period. The *TAM* includes a section with Administration Directions that must be read (exactly as written) by the TAs when administering each test. **Appendix F** of the *TAM* is a tear-out section for monitors.
- DTCs are responsible for ensuring that all STCs, TAs, and monitors are **trained** and aware of all test security laws, regulations, return and receipt of materials, and all administrative policies and procedures.
 - DTCs must conduct training sessions for all STCs. STCs **must** be certified employees of the district and they must be knowledgeable about security, coding, administration, and return procedures.
 - DTCs or STCs **must** hold training sessions for TAs (including substitutes) and monitors. Training sessions should cover test security, coding, administration, and return procedures.

TEST MATERIALS

- All test booklets/answer documents, *SAMs*, *OASs*, and all customized materials are secure documents.
- Students will mark or write their responses directly in the ELA and mathematics test booklets. Answer documents will be used for science and social studies. Students must mark their responses for these subjects on the back of the answer documents.
- If a TA needs additional secure test materials, the STC must supply those materials. Secure test materials cannot be exchanged among TAs without checking those materials in and out with the STC and documenting the exchange on the School Security Checklist.

DISTRICT TEST COORDINATOR'S SUPPLEMENT

- Districts will be held responsible for missing materials. Provide an explanation on the School Security Checklist for any secure test materials that are not received or are not returned to DRC. Districts should maintain a copy of each School Security Checklist for one year unless this documentation is needed for an ongoing SLED investigation. For this purpose, documents should be retained as long as necessary.
- Remind the STCs to record the student name assigned to each test booklet/answer document not printed on the School Security Checklist.
- To prepare for an **oral administration**, the TA may review the *Secure Administration Manual (SAM)* or the *Oral Administration Script (OAS)* during a supervised session conducted by the STC. The session may occur up to 48 hours prior to the administration of the subject area test. The review session must be held at the school with no students present and must comply with all test security procedures. For information regarding the review of *Signed Administration Scripts*, refer to **Appendix C** of the *TAM*.

RECEIPT OF TEST MATERIALS

The test materials are packaged by school, except for district overage materials, and shipped to the DTC.

- Select a secure storage space for the test materials.
- Move materials beyond the drop site to a secure location. The shipping representatives will only deliver materials directly inside the door of the specified shipping site.
- Save the original shipping boxes for returning test materials.

INVENTORY TEST MATERIALS

1. Confirm the total number of district and school boxes received with the number indicated on the last box. District administrative materials will be packaged in the last box of the district's shipment. This box will be identified by a round green "District Materials Enclosed" sticker on all four sides of the box.
2. Use materials such as the School Box Range Sheet to account for the total number of boxes specified for each school.
3. Call DRC if any boxes are missing or if you receive boxes that should have been delivered to another district. If you receive materials for a school that is not testing, you should return the materials to DRC with your other schools' materials **after** testing.
4. Make arrangements for the distribution of test materials to each school.
5. Verify the contents of the district overage boxes by comparing ranges of security numbers on the security range sheets with those listed on the District Overage Security Checklist and packing lists (found in the last box). The numbers on the range sheets are visible through the shrinkwrapped packages.

DISTRICT TEST COORDINATOR'S SUPPLEMENT

6. You should not open packages of secure shrinkwrapped materials that you will not be using. Return the unused secure materials to DRC in unopened packages; DRC will check in the materials as returned.
7. Distribute test materials for **home school students** (including home school override linking labels) as needed. Refer to **Appendix A** of the *TAM* for instructions regarding the use of the labels.
8. After all schools have inventoried their materials, notify DRC via fax or e-mail if any secure materials are missing.
9. Work with the STCs to determine whether to use test materials with rips, folds, creases, and poor print quality or other types of irregularities. Call DRC if there are any questions about whether damaged materials should be used.
10. Create a district security file to store pink copies of all security checklists, signed Test Security Agreements, and all documentation from STCs regarding any test security violations or testing irregularities. Keep these forms on file for three years. Do not send the forms to the SDE or DRC.

RESOLVING SCHOOL SHORTAGES

- Use district overage for schools that did not order sufficient materials. Sign out these materials using the District Overage Security Checklist.
- You may transfer customized and overage test booklets assigned to one school to another school within your district. Complete an **Intra-District Transfer** form (page 31) and fax it to DRC. DTCs should keep the original form for their records.
- School-specific materials such as override linking labels, class sheets, school/grade headers, and return shipping labels may **not** be transferred to another school. These materials must be ordered for a specific school.
- If you open a shrinkwrapped package of materials, you must remove each test booklet/answer document from the pack and discard the shrinkwrap. Overage test booklets/answer documents without a label will be checked in as unused and will not be scored.
- If the quantity of district overage materials is insufficient to cover shortages or if more school-specific materials are needed, the **DTC** should complete and fax the appropriate **additional materials request form** to DRC using the procedures found on pages 25–29. The deadline for ordering additional materials is May 21.
- Check with all schools in your district before placing an order for additional materials so that only one order is necessary.
- Once additional materials are received, record the security numbers of all secure materials on the District Overage Security Checklist in the section titled **ADDITIONAL SECURE MATERIALS RECEIVED FROM THE CONTRACTOR**.

DISTRICT TEST COORDINATOR'S SUPPLEMENT

RETURN SHIPMENT 1—USED ELA & MATH TEST BOOKLETS DEADLINE FOR RETURN: MAY 11, 2007

The materials in Return Shipment 1 are to be returned via Manna Freight Systems.

Follow these procedures to return **all used ELA and math test booklets**. Every school will return test booklets in Return Shipment 1.

1. **Collect** the box(es) of used test booklets from the STCs.
2. **Confirm** that the box(es) contains only used ELA (both day 1 and day 2) and math test booklets. If an ELA test booklet is returned before a student completes both ELA Day 1 and ELA Day 2 in the same test booklet, the STC should contact the DTC **immediately** and provide the following information:
 - School name,
 - Student name, and
 - Security number of the returned test booklet.

The student must make up the Day 1 or Day 2 portion of the ELA test by using a booklet from overage. The STC should apply an ELA override linking label to the test booklet and send it immediately to the DTC in a separate envelope.

Immediately contact DRC with the information noted above. DRC will provide instructions on how to return the make-up test booklet. Upon timely receipt of the appropriate information, DRC will make every attempt to merge the student responses into one booklet.

3. **Ensure** that each box has a green, yellow, or tan return shipping label affixed. The return labels contain barcodes identifying the school. **DO NOT** allow schools to share return shipping labels. If you need additional labels, contact DRC.
4. **Verify** that the STC has marked box ___ of ___ being returned to the DTC.
5. **Separate** the boxes into three groups according to the color of the return shipping label—either green, yellow, or tan.
6. **Keep** all boxes for a school together.
7. **Keep** the materials secure until the shipper arrives on Friday, May 11, 2007.
8. By Wednesday, May 9, 2007, **schedule** a pick-up of test materials through the Manna Freight Systems Web site at www.ReShip.biz. (If you prefer to schedule your pick-up by telephone, contact a Manna Customer Service Representative at 1-800-840-9965.)
 - **Go** to the Web address www.ReShip.biz

DISTRICT TEST COORDINATOR'S SUPPLEMENT

- **Enter** your project, username, password, and click the login button. Your project is PACT. Your username and password are the same: SC followed by your four-digit district number (BEDS code). Example:
Project: PACT
Username: SC0000
Password: SC0000
- **Click** “Menu” in the upper left corner.
- Then, **click** the “Go” button.
- **Place** a checkmark inside each checkbox in the “Confirm” column that corresponds to the label color of the boxes being returned (either green, yellow, or tan).
- **Select** the pick-up date from the drop-down menu in the “Ready Date” column for each line that is being confirmed.
- **Verify** that the number in the “Pieces” column on the screen equals the approximate number of boxes with green return shipping labels, yellow return shipping labels, and tan return shipping labels, if applicable. Adjust the numbers as necessary by entering the new number in the appropriate box.
- Then, **click** the “Continue” button.
- **Click** the link “Print Delivery Receipt” displayed on the screen. Print two copies of the delivery receipt. Keep one copy for your records and give the other copy to Manna when they pick up your materials. Manna will use the delivery receipt to confirm the number of boxes being sent to DRC. Click the back button to print additional delivery receipts.
- If you have any questions or have issues accessing the Manna Web site, contact a Manna Customer Service Representative at 1-800-840-9965.

9. **Store** the boxes in a secure place until the shipper arrives.

Note: The Manna Freight driver will verify all box counts and will not leave until the DTC and driver agree on the number of boxes being transported.

The driver will not wait for your materials or return for them later that day if they are not ready when he or she arrives.

DISTRICT TEST COORDINATOR'S SUPPLEMENT

RETURN SHIPMENT 2—ALL OTHER MATERIALS DEADLINE FOR RETURN: MAY 24, 2007

The materials in Return Shipment 2 are to be returned via Manna Freight Systems.

You should receive the following materials from each STC:

- school boxes of secure test materials,
- an envelope of school/grade header sheets and class sheets,
- an envelope of School Security Checklists,
- test booklets/answer documents for home school students, and
- pink copies of the School Security Checklists.

SCHOOL BOXES

Do not allow schools to share return shipping labels. If you need additional labels, contact DRC.

1. **Check** school boxes to ensure that the STC has applied a green, yellow, or tan return shipping label to each box containing operational materials and a salmon-colored return shipping label to each box containing field test materials. The return labels contain barcodes identifying the schools and test materials (operational or field test).
 - green, yellow, and tan return shipping labels = PACT operational materials
 - salmon-colored return shipping labels = PACT field test materials
2. **Verify** that the STC has marked box ___ of ___ being returned to the DTC.
3. **Separate** the boxes into four groups according to the color of the return shipping label—green, yellow, tan, or salmon.

DISTRICT TEST COORDINATOR'S SUPPLEMENT

HOME SCHOOL MATERIALS

1. **Collect** all **used** test booklets/answer documents for home school students from the STCs.
2. **Make sure** a home school override linking label has been completed and placed on each student's used test booklet/answer document cover. Ensure that the linking label indicates "Home School" for the school name. (See sample below.)

^ ALIGN TOP OF LABEL ^

APPLY TO ELA TEST BOOKLET

Student: _____

SASI ID: _____


State ID: _____

Birth Date: _____

Teacher: _____

School: Home School

District: MIDDLEVILLE



L5207052 0375633 3

Make sure that all necessary demographic coding has been completed. If a home school student used accommodations and modifications, make sure the accommodation and modification codes are completed on the test booklet/answer document cover.

Failure to code these fields may result in inaccurate scoring of the test. Rescores will be at the district's expense.

3. **Make sure** all student typed responses and responses written on separate paper are labeled and returned as instructed in **Appendix C** of the *TAM*. These test booklets should be placed in the envelope labeled "Typed/Separate Paper Response Envelope."
4. **Do not separate** materials by the schools where students were tested.

DISTRICT BOXES

Materials needed: original shipping box(es) and tan return shipping label(s).

1. **Place** all envelopes containing school/grade header sheets and class sheets at the top of Box 1.
2. **Make sure** that all information on the District Overage Security Checklist is complete and accurate. Place the white copy of the District Overage Security Checklist in the envelope labeled "Place District Overage Security Checklists in this Envelope." Retain the pink copy of the form for your district security file.

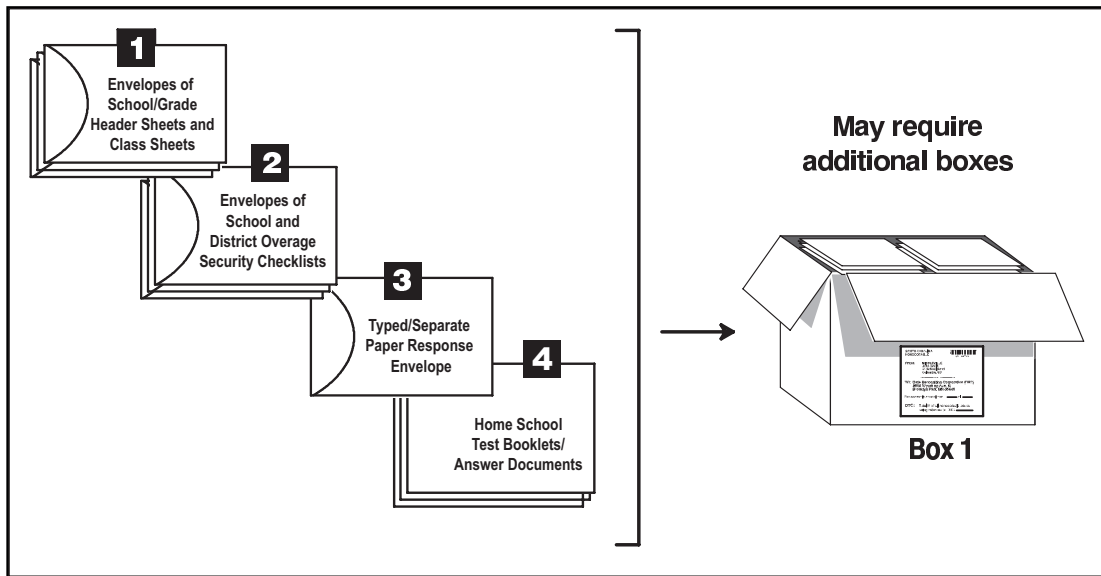
Place all envelopes containing School Security Checklists along with the District Overage Security Checklists in Box 1.

3. **Place** the envelope labeled "Typed/Separate Paper Response Envelope" in Box 1, if


DISTRICT TEST COORDINATOR'S SUPPLEMENT

applicable.

4. **Package** all home school test booklets/answer documents in Box 1.
5. **Package** all secure district overage materials in the original shipping boxes. If you signed secure district overage materials out to a school, those materials will be returned in that school's box(es).



6. **Place** newspaper or other packing materials at the top of each box, if needed, to keep materials immobile during transit.
7. **Securely seal** the boxes and place a tan return shipping label on each box. (See sample below.)

SOUTH CAROLINA	FOR DISTRICT USE ONLY
FROM: MIDDLEVILLE MR. JAMES J. GARNER 1234 OAK STREET COLUMBIA, SC 29212	
TO: Data Recognition Corporation (DRC) 8900 Wyoming Ave. N. Brooklyn Park, MN 55445	
	
R52070500000001	

DISTRICT TEST COORDINATOR'S SUPPLEMENT

8. By Tuesday, May 22, 2007, **schedule** a pick-up of test materials through the Manna Freight Systems Web site at www.ReShip.biz. (If you prefer to schedule your pick-up by telephone, contact a Manna Customer Service Representative at 1-800-840-9965.)

- **Go** to the Web address www.ReShip.biz
- **Enter** your project, username, password, and click the login button. Your project is PACT. Your username and password are the same: SC followed by your four-digit district number (BEDS code). Example:
Project: PACT
Username: SC0000
Password: SC0000
- **Click** “Menu” in the upper left corner.
- Then, **click** the “Go” button.
- **Place** a checkmark inside each checkbox in the “Confirm” column that corresponds to the label color of the boxes being returned (either green, yellow, tan, or salmon).
- **Select** the pick-up date from the drop-down menu in the “Ready Date” column for each line that is being confirmed.
- **Verify** that the number in the “Pieces” column on the screen equals the approximate number of boxes with green return shipping labels, yellow return shipping labels, tan return shipping labels, and salmon-colored return shipping labels, if applicable. Adjust the numbers as necessary by entering the new number in the appropriate box.
- Then, **click** the “Continue” button.
- **Click** the link “Print Delivery Receipt” displayed on the screen. Print two copies of the delivery receipt. Keep one copy for your records and give the other copy to Manna when they pick up your materials. Manna will use the delivery receipt to confirm the number of boxes being sent to DRC. Click the back button to print additional delivery receipts.
- If you have any questions or have issues accessing the Manna Web site, contact a Manna Customer Service Representative at 1-800-840-9965.

9. **Store** the boxes in a secure place until the shipper arrives.

Note: The Manna Freight driver will verify all box counts and will not leave until the DTC and driver agree on the number of boxes being transported.

The driver will not wait for your materials or return for them later that day if they are not ready when he or she arrives.

DISTRICT TEST COORDINATOR'S SUPPLEMENT

GENERAL INSTRUCTIONS

- After testing, add the **pink copies** of the District Overage and School Security Checklists, as well as **explanations** for any materials that were not returned, to your district security file.
- Send copies of any documentation relating to potential invalidations of an entire class, school, or district to the SDE.
- The *TAM* gives specific instructions to follow for documenting and reporting testing irregularities. Please refer to the *TAM* for these guidelines.

NONSECURE MATERIALS

Do not return nonsecure materials (see list below) to DRC. The STC and DTC should arrange for these materials to be stored or discarded (e.g., thrown in the trash, recycled).

- *District Test Coordinator's Supplements* and *TAMs*—retain several copies of the manuals after testing for reference purposes.
- Rulers, protractors, reference sheets, and periodic table of elements sheets—keep these items for use after testing.

Note: Rulers, protractors, and reference sheets should be collected and used for the mathematics field tests (if applicable). Periodic table of elements sheets should be collected and used for the science field tests (if applicable).

- Unused school/grade header sheets and class sheets—discard these materials.
- Make-up rosters—retain these until test results are received.

ALERT PAPERS

Occasionally, student responses contain references to alarming or objectionable subject matter. Such references may include but are not limited to bullying, suicide, domestic violence, student mutilation, and parental abuse. As these responses are identified, DRC sends the SDE a copy of the offending content. The SDE personnel will fax this information to the student's school, requesting that the school's guidance counselor take appropriate action.

COMMENTS

The SDE values your feedback and reviews all comments. The PACT program has been enhanced based on DTCs' suggestions. Go to www.drksurveys.com/PACTcomments between May 7 and June 1 to complete an online survey and submit comments regarding PACT.

QUESTIONS

Contact the DRC South Carolina Project Team Monday through Friday from 7:00 AM to 6:00 PM Eastern Time at 1-800-451-7834 if you have any questions about materials return.

2007 PACT
ADMINISTRATIVE ADDITIONAL MATERIALS ORDER FORM
DATA RECOGNITION CORPORATION
13490 BASS LAKE ROAD, MAPLE GROVE, MN 55311
PHONE: 1-800-451-7834 FAX: 1-866-237-9314

REASON FOR REQUEST		
_____ Additional Order	_____ Packaging Error	_____ New Student
_____ Damaged Materials	_____ IEP Change	_____ Other

ADMINISTRATIVE MATERIALS—SCHOOL SPECIFIC			
<u>School Name/BEDS Code</u>	<u>Qty</u>	<u>School Name/BEDS Code</u>	<u>Qty</u>
_____	_____ Override Linking Labels	_____	_____ Return Shipping Labels
_____	_____ Override Linking Labels	_____	_____ Return Shipping Labels
_____	_____ Override Linking Labels	_____	_____ Return Shipping Labels
_____	_____ Override Linking Labels	_____	_____ FT Rtn Shipping Labels
_____	_____ School/Grade Header	_____	_____ Class Sheet
_____	_____ School/Grade Header	_____	_____ Class Sheet
_____	_____ School/Grade Header	_____	_____ Class Sheet
_____	_____ School/Grade Header	_____	_____ Class Sheet
_____	_____ Rough Draft Envelopes	_____	_____ Typed/Sep. Paper Envlp.

ADMINISTRATIVE MATERIALS	
_____ Rulers (Packs of 25)	_____ District Test Coordinator's Supplement
_____ Protractors (Packs of 25)	_____ Test Administration Manual
_____ Large-Print Rulers	_____ Reference Sheets—Grade 6 (indicate A, LP, or Br)
_____ Large-Print Protractors	_____ Reference Sheets—Grade 7 (indicate A, LP, or Br)
_____ Paper Bands (Packs of 10)	_____ Reference Sheets—Grade 8 (indicate A, LP, or Br)
_____ Do Not Score Labels (Sheets of 8)	_____ Periodic Tables—Grade 7 (indicate A, LP, or Br)
_____ FT Do Not Score Labels (Sheets of 8)	_____ Return Shipping Boxes

DISTRICT INFORMATION	
DTC Name: _____	
District Name: _____	
Phone Number: _____	Date Ordered: _____
District Test Coordinator's Signature: _____	



**2007 PACT
DIRECTIONS
ADMINISTRATIVE ADDITIONAL MATERIALS ORDER FORM
DATA RECOGNITION CORPORATION
13490 BASS LAKE ROAD, MAPLE GROVE, MN 55311
PHONE: 1-800-451-7834 FAX: 1-866-237-9314**

Only District Test Coordinators (DTCs) can place orders.

Use this form for ordering additional administrative materials. Districts **will not** be charged for these materials.

1. Complete the following fields on this form or the electronic form emailed to you:
 - Mark the reason for the request.
 - If ordering school-specific administrative materials, write each school's name and the BEDS code in the appropriate place and indicate quantity needed.
 - If ordering administrative materials (not school-specific), indicate quantity needed. **Note: Some items come in packs, e.g., a quantity of "1" for rulers means that one pack of twenty-five rulers will be sent.**
 - District Test Coordinator's Name
 - District Name
 - Phone Number
 - Date Ordered
2. Sign the form.
3. Fax the completed form(s) to the **DRC South Carolina Project Team at 1-866-237-9314.**
4. Requests for additional materials received before 2:00 P.M. Eastern time will be processed the same day, contingent upon the volume of orders received that day. Orders received after this time will be processed the next business day. Orders will be processed as they are received. All orders will be shipped via UPS.
5. It is not necessary to include a shipping address; orders will be shipped to the address where the original test materials were shipped.
6. After the order has been processed, you will receive a fax confirmation that the order has been placed. **If you do not receive a confirmation within 24 hours after you faxed your order, please call the DRC South Carolina Project Team immediately at 1-800-451-7834.**

**2007 PACT
STUDENT/TEACHER-LEVEL ADDITIONAL MATERIALS ORDER FORM**

Data Recognition Corporation
13490 Bass Lake Road, Maple Grove, MN 55311
Phone: 1-800-451-7834 Fax: 1-866-237-9314

Directions: Enter information in the table below for student-level and teacher-level additional material orders. A student name must be associated with each material type ordered. A materials list along with the cost per form are listed on the following page. Fax this form to the **DRC South Carolina Project Team at 866-237-9314**. Keep a copy for your records.

L = English Language Arts, M = Math, S = Science, T = Social Studies

[illegible]

District Information	
DTC Name:	_____
District:	_____
Phone Number:	_____ Date Ordered: _____
I certify that the information submitted is accurate.	
District Test Coordinator's Signature: _____	

Payment Information
Purchase Order Number:
OR
Check Number:



**2007 PACT
DIRECTIONS**
STUDENT/TEACHER-LEVEL ADDITIONAL MATERIALS ORDER FORM
Data Recognition Corporation
13490 Bass Lake Road, Maple Grove, MN 55311
Phone: 1-800-451-7834 Fax: 1-866-237-9314

Only District Test Coordinators (DTCs) can place orders.

Once the school and district coverage has been used, complete this form to order additional student-level or teacher-level materials. Districts may be charged for these materials. Fax the completed form to the DRC South Carolina Project Team at 866-237-9314.

A	B	C	D	E	F	G	H	I	J	K	L	M
School BEDS Code	Reason for Request A, D, I, N, P	Student's Name (for both student materials and TA level materials)	Student's SASI Number	Student's Enrollment Date	Grade Level Tested	IEP/504 Category, if applicable	Subject (circle all that apply)	Form Type	Material Type	Number of Forms (per row)	Cost per Form	Total Cost (per row)
0160-100	A	Student Name #1	123456789097	12/15/2004	5	N/A	L M S T	LP	Test Booklet	1	\$15.00	\$15.00
0160-100	A	Student Name #1	123456789097	12/15/2004	3	N/A	L M S T	LP	Test Booklet	3	\$15.00	\$45.00
0160-200	D	Student Name #2	999999999999	11/30/2004	8	N/A	L M S T	A	OAS	1	N/A	\$0.00
											TOTAL	\$60.00

School BEDS Code (Block A)	Input the BEDS Code for the school that will be using the materials.
Reason for Request (Block B)	Input a code from the following list that indicates the reason for the material order: A = Additional Order - the materials were not ordered during precode or online enrollment, and the materials are not for a new student. The district will be charged for these materials. D = Damaged Materials - the materials were damaged when they arrived in the district. The district will not be charged for these materials. I = IEP Change - the student's IEP changed after precode and online enrollment was complete. The district will be charged for these materials. N = New Student - the materials are being ordered for a student who was enrolled after the March update file was submitted. The district will not be charged for these materials. P = Packaging Error - the materials were ordered during precode or online enrollment, but did not arrive in the districts. The districts will not be charged for these materials.
Student's Name (Block C)	Input the first name, middle initial, and last name for the student who will be using the materials. A student name must be submitted for all additional material orders.
Student's SASI Number (Block D)	Input the 12-digit SASI number of the student who will be using the materials.
Student's Enrollment Date (Block E)	Input the student's enrollment date.
Grade Level Tested (Block F)	Input the grade level associated with the materials being ordered.
IEP/504 Category (Block G)	
Subject (Block H)	Circle the subject(s) for the materials being ordered. A total of four materials can be ordered on one row if the grade level tested and the form type is the same for all four subjects. L = English Language Arts M = Math S = Science T = Social Studies
Form Type (Block I)	Using the 2007 PACT Additional Materials List as a reference, input the form type needed.
Material Type (Block J)	Using the 2007 PACT Additional Materials List as a reference, input the material type needed.
Number of Forms (Block K)	Input the total number needed for each row.
Cost per Form (Block L)	Using the 2007 PACT Additional Materials List as a reference, input the cost per form. Input 'NA' if this material is not a chargeable item.
Total Cost (Block M)	Multiply Block K by Block L and input the results. Input \$0.00 if this material is not a chargeable item. Calculate the TOTAL.
District Information Box	Input the DTC Name, District Name, Phone Number, and Date Ordered on the appropriate lines. Then, sign the completed form.
Payment Information Box	Indicate the method of payment. Either a purchase order number or a check number is required before the order will be processed.



2007 PACT Additional Materials List

Directions: Use these form types, material types, and costs to complete the 2007 PACT Student/Teacher-Level Additional Materials Order Form.

L = English Language Arts, M = Math, S = Science, T = Social Studies

Materials for PACT Operational					
Form Type	Material Type	Grades Available	Subjects Available	Cost per Subject/Form	
Form A (A)	Test Booklet	3-8	L, M, S, T	\$6.00	
Form A Loose-Leaf (LL)	Test Booklet	3-8	L, M, S, T	\$10.00	
Form A Large-Print (LP)	Test Booklet	3-8	L, M, S, T	\$15.00	
Braille (BR)	Test Booklet	3-8	L, M, S, T	\$42.00	
Form H (H)	Test Booklet	3-8	L, M, S, T	\$6.50	
Form A	Answer Document	3-8	S, T	No Charge	
Form A (may also be used for LL or LP)	Oral Administration Script (OAS)	3-8	L, M, S, T	\$15.00	
Form A (may also be used for LL or LP)	Audio CD-ROM	5-8	L, M, S, T	\$20.00	
Braille	Oral Administration Script (OAS)	3-8	L, M, S, T	\$12.00	
Form H	Signed Administration Script (SAS)	3-8	L, M, S, T	\$12.00	
Form H	American Sign Language (ASL) Videotape	3-8	L, M, S, T	\$28.00	
Form A, Braille, or Form H	Secure Administration Manual (SAM)	3	M, S, T	No Charge	

Materials for PACT Field Test					
Form Type	Material Type	Grades Available	Subjects Available	Cost per Form	
Form B, C, D, N, O, P, Q, R, S, T, or U	Test Booklet	3-8	L	No Charge	
Form B, C, or D	Test Booklet	3-8	M, T	No Charge	
Form B, C, D, E, F, or G	Test Booklet	3-8	S	No Charge	
Form B, C, or D	Answer Document	3-8	T	No Charge	
Form B, C, D, E, F, or G	Answer Document	3-8	S	No Charge	
Form B, C, or D	Secure Administration Manual	3	M, T	No Charge	
Form B, C, D, E, F, or G	Secure Administration Manual	3	S	No Charge	

INTRA-DISTRICT TRANSFER OF SECURE PACT MATERIALS



DATE: _____

DISTRICT NAME: _____

MATERIAL NAME:

SECURITY NUMBER:

ORIGIN SCHOOL

SCHOOL NAME: _____

SCHOOL BEDS CODE: _____

SCHOOL TEST COORDINATOR NAME: _____

SCHOOL TEST COORDINATOR SIGNATURE: _____

DESTINATION SCHOOL

SCHOOL NAME: _____

SCHOOL BEDS CODE: _____

SCHOOL TEST COORDINATOR NAME: _____

SCHOOL TEST COORDINATOR SIGNATURE: _____

DISTRICT TEST COORDINATOR SIGNATURE: _____

**PLEASE FAX TO
THE DRC SOUTH CAROLINA PROJECT TEAM AT
1-866-237-9314**

Documents transferred without the use of this form will be the responsibility of the school that originally received the materials. Completed forms should be retained for one year.

This sheet may be photocopied.



PACT RESCORE REQUEST FORM

Data Recognition Corporation
13490 Bass Lake Road, Maple Grove, MN 55311
Phone: 1-800-451-7834 Fax: 1-866-237-9314

Directions: Return this form along with a check made payable to Data Recognition Corporation. There is a \$90.00 fee per subject, per student to perform a rescore, plus an additional \$140 research fee per school. All information requested must be complete and a check must be enclosed to initiate a rescore request. Please print or type the information requested below, and make sure to keep a copy for your records.

District Test Coordinator Information

District: _____ DTC Name: _____
Telephone: _____ Fax: _____

Student Information

Name: _____ Date/Test Administration: _____
Student ID: _____ Date of Birth: _____ Gender: _____ Grade-Level Tested: _____
School Where Student Was Tested: _____ Home School: Yes _____ No _____

Rescore(s) Information

Check test(s) to be rescored. Enter original reported score. Check original test form or version used.

TEST	SECURITY #	SCORE	ORIGINAL FORM/VERSION	REScore FORM/VERSION
<input type="checkbox"/> ELA:	_____	_____	<input type="checkbox"/> Form A <input type="checkbox"/> Braille <input type="checkbox"/> Form H	<input type="checkbox"/> Form A <input type="checkbox"/> Braille <input type="checkbox"/> Form H
<input type="checkbox"/> Mathematics:	_____	_____	<input type="checkbox"/> Form A <input type="checkbox"/> Braille <input type="checkbox"/> Form H	<input type="checkbox"/> Form A <input type="checkbox"/> Braille <input type="checkbox"/> Form H
<input type="checkbox"/> Science:	_____	_____	<input type="checkbox"/> Form A <input type="checkbox"/> Braille <input type="checkbox"/> Form H	<input type="checkbox"/> Form A <input type="checkbox"/> Braille <input type="checkbox"/> Form H
<input type="checkbox"/> Social Studies:	_____	_____	<input type="checkbox"/> Form A <input type="checkbox"/> Braille <input type="checkbox"/> Form H	<input type="checkbox"/> Form A <input type="checkbox"/> Braille <input type="checkbox"/> Form H
			<input type="checkbox"/> Alternative Scoring-ELA? Yes _____ No _____	<input type="checkbox"/> Alternative Scoring-ELA? Yes _____ No _____

Justification for Rescore(s)

Provide a rationale for the rescore(s) being requested. (Additional pages may be attached.)

DRC USE ONLY

District/School Codes: _____ Security # _____ B# _____ S# _____ L# _____ WP# _____ Score _____

District Test Coordinator's Signature and Date _____

DIRECTIONS FOR COMPLETING PACT RESCORE REQUEST FORM

1. Make copies of this form for future use.
2. Complete all portions of the form.
3. Sign and date the form.
4. Keep a copy of the request for your records.
5. Each rescore request must be accompanied by a completed PACT Rescore Request Form with a purchase order or a check payable to Data Recognition Corporation (DRC). Mail the completed form and purchase order or check to:

South Carolina Project Management Team
Data Recognition Corporation
13490 Bass Lake Road
Maple Grove, MN 55311

IMPORTANT INFORMATION

- If the student's score changes as a result of the rescoring, the check will be returned to the DTC. However, if the score changes as a result of a coding or labeling error on the part of the local school or district (e.g., an override linking label not placed on test booklet/answer document, the test booklet/answer document should have been coded for alternative scoring and was not), DRC will retain the fee.
- You will be notified in writing of the rescore results. Due to time and resource requirements in compiling and scoring student responses (i.e., multiple-choice, constructed-response, or extended writing), please allow two weeks for rescore results.
- **DRC will begin processing your request upon receiving a faxed copy of the PACT Rescore Request Form and a purchase order or check. Scores will not be released until DRC receives the original form and payment.**

SPRING 2007 PACT REPORT SCHEDULE

REPORT	DELIVERY DATE
Districts Receive Preliminary Below Basic Reports: Grades 5 & 8	6/18/2007
Districts Receive Preliminary Below Basic Reports: Grades 4 & 6	7/2/2007
Districts Receive Preliminary Below Basic Reports: Grades 3 & 7	7/16/2007
Districts Receive CD-ROM: Grades 5 & 8	6/25/2007
Districts Receive CD-ROM: Grades 4 & 6	7/9/2007
Districts Receive Final CD-ROM: All Grades	7/31/2007
Districts Receive Index Report CD-ROM	7/31/2007
Districts Receive ISRs and Student Labels	8/23/2007
Districts Receive Summary Reports and Rosters (Paper Copies)	8/23/2007

The South Carolina Department of Education does not discriminate on the basis of race, color, national origin, gender or handicap in admission to, treatment in, or employment in its programs and activities. Inquiries regarding the nondiscrimination policies should be made to the Director of the Office of Human Resources, 1429 Senate Street, Columbia, SC 29201, 803-734-8781.